

APPOINTMENTS

Walk in Interview for the position of Office Executive in HR Department

Graphic Era (Deemed to be University) has featured in the Top 100 Universities of India, in the coveted National Institutional Ranking Framework established by the Government of India, for the past four years consecutively, with the rankings growing each year across varied domains. The University offers a perfect environment for personal and professional growth to its faculty and staff members. The university is looking for qualified, energetic and experienced candidates for the following positions:

S. No	Position
1.	Office Executive in HR Department

The Essential/ Desirable Qualifications are mentioned below:

Essential Qualifications: Graduate or Postgraduate

Desirable Qualifications:

- Computer Knowledge of MS Excel/MS Office
- Efficiency in English typing
- Ability to handle Master Information System (MIS).
- Entering Data into different computer data analyses.
- Manage and maintain effective record keeping

Experience: A minimum of two years' experience in reputed Organizations/Universities/Government Institutions.

Salary: As per University norms, extremely lucrative salary will be offered to the candidates with proven track record.

Applicants may send their resume and recent passport size photograph. The applications along with all certificates may be sent to, the HR, Graphic Era (Deemed to be University), Bell Road, Clement Town, Dehradun- 248002 or email to hrd@geu.ac.in. **The last date for receipt of applications is 5th September, 2024.**

Short listed candidates will be called for computer skill test and interview.